



KPU Environmental Sustainability Committee

Friday, November 8, 2013 @ 1:00 p.m.

Surrey Main #213

Minutes

Attendees:

Karen Hearn (Co-Chair)
 Betty Worobec (Co-Chair)
 Heather Harrison
 Maggie Fung
 Jeremy McElroy

Regrets:

Paul Richard

Marlyn Graziano
 Scott Gowen
 Richard Hossein
 Gidget Maguire (minutes)

Item	Discussion	Action Item
1. Approval of Agenda	Agenda approved. Michelle to add “KSA Updates” as a standing item on next Agenda and for future Agendas.	Michelle
2. Approval of Minutes – Oct 2nd	Minutes approved. All action items completed.	
3. Review of KPU Sustainability Week events and committee launch	<p>Everything went well. Noted it was ironic we put up paper copies of event notices all over campus. Consider doing it electronic next time.</p> <p>Saima and Alex did a great job with the events which were very well attended with a good mix of activities. They are preparing report summarizing the week’s events for Fortis. They are to do the presentation for our committee first for feedback.</p> <p>Betty paying the receipts that went towards prizes and KSA paying for receipts for products used. We will need to think about this for future so we can have budget for prizes, products etc.</p> <p>Saima and Alex to talk to Paul about the safe study club so they can role it up for the Fortis presentation.</p> <p>Saima and Alex sent a thank you email out to all the helpers. The committee should send a thank you to Saima and Alex. Gidget to draft thank you to Saima and Alex for Karen’s review to be sent on behalf of the committee.</p>	Gidget
4. Staffing <ul style="list-style-type: none"> Budget submission (copy attached) 	Discussed the budget submission for Sustainability Projects Coordinator. Staffing would be the earliest next June. Used moderate pay scale for mid-level skill set and put in fund for travel and professional development, supplies and basic office equipment and four events using excerpts from the job description. Karen and Iain speaking to it November 14 th .	

<p>5. Discussion on 'how' the Committee can accept, vet and act on submissions.</p>	<p>Discussions on using SharePoint similar to what Jeff Norris uses for the Office of Advancement or collecting paper copies of submissions and have the top applications do oral presentations in a symposium.</p> <p>Symposium next Fall would be good to have with everyone in one room and everyone listens to each other's submissions which would promote open conversations where they can share ideas and plan further submissions for the next symposium.</p> <p>We could look at the Coca Cola one and see: -help to frame what they are needing to present -how long would their presentation be -how many people at the symposium</p> <p>Karen to get info on the Coca-Cola process and we can all keep our eyes open and bit by bit come up with the process we will use.</p>	<p>Karen</p>
<p>6. New Software</p> <ul style="list-style-type: none"> • Scott checking with Kathleen Bigsby about new software. 	<p>In 2009 Kathleen Bigsby's group helped develop strategies and helped committee create framework for questions in broad scale. They took the questions and put on their web tool communicated it to all employees/students and we had great result from thousands of people. The data collected they were able to create charts and graphs with anecdotal findings which captured the mood of the university.</p> <p>Once this committee is read and has great ideas we could work with Kathleen's group.</p> <p>Noted that there is software being produced down the line to track and report on the Strategic Plan achievements which may also help track sustainability.</p>	
<p>7. KPU Environmental Sustainability Committee SharePoint site.</p>	<p>Discussed students cannot access SharePoint so we should be focusing on maintaining a web site for student/employee access. Committee could use SharePoint for committee use only.</p>	
<p>8. Management of Fortis-funded students</p>	<p>Fortis provided \$15,000 and \$5,000 was used towards Sustainability week and \$10,000 was for hiring co-op student to arrange upcoming conference. Heather is putting on conference around energy with the Faculty of Arts Department.</p> <p>Marlyn to advise how much of the \$5,000 for the sustainability week is left available for the committee.</p>	<p>Marlyn</p>
<p>9. Discussion about promotion of the meetings</p>	<p>Karen had someone email her asking to come to the meetings. Discussed that we do not want to make meetings open at this time. We will wait for a year and then decide if we want to open meetings and if we want to publish minutes.</p>	
<p>10. Other Business – KSA Updates</p>	<p>KSA's environmental sustainability committee</p> <ul style="list-style-type: none"> -students want to move forward with events -there will be positions 	<p>Michelle</p>

	<p>-student/committee putting together planning</p> <p>Students drafting proposals for: -compost/community and garden - slip containers /modified bins</p> <p>KSA recently switched cutlery to bamboo products – cost effective and more biodegradable</p> <p>Nashville conference went well. Brought back almost experts on campus composting and start up methods.</p> <p>Facilities working on hiring a co-op student to help with compost and waste management.</p> <p>KSA posting full time sustainability coordinator in the next couple days.</p> <p>The contest Chris was working on his on hold since he left. This could be good for the symposium. March 2014 could be a good time to receive submissions for symposium. Michelle to add to next agenda for logistics.</p> <p>Grant submissions are in May so this gives another avenue for funding.</p>	
11. Meeting adjourned	2:00 pm	
12. Next Meeting:	Michelle to arrange the next meeting in January	Michelle